



***PURPOSE
OF MANUAL***

PURPOSE OF I&RS RESOURCE MANUAL

RESOURCE MANUAL

This manual is designed to provide guidance to school district and school building staff for using collaborative team approaches to fulfill the required functions under N.J.A.C. 6A:16-7 et seq. The manual is intended as a comprehensive resource on the operation of I&RS teams and provides extensive information and materials that support the planning, development, implementation, evaluation and maintenance of these building-based problem-solving teams. In addition to addressing the fundamentals of the I&RS process, the manual provides information to guide the planning and development necessary to initiate and institutionalize the program at both the district and building levels.

Whereas, the information in this manual provides explanations of the fundamental *principles* and *practices* for operating I&RS programs, it *does not* provide schools with a “cookbook” approach for the resolution of various educational problems. It is not possible to prepare a document that addresses every conceivable circumstance for which each building-based team in New Jersey will receive requests for assistance. Moreover, since the building-based team process is intended to provide considerable flexibility and ingenuity in the application of local resources, it is neither preferable or feasible for the New Jersey Department of Education to determine the availability or best use of local resources and technical expertise for correcting the universe of local problems.

The adage, “People support what they create,” certainly applies to I&RS teams. The most effective remedial strategies tend to be those that are specifically designed to address the *unique* needs of individual cases and *supported by the implementers* of the strategies. I&RS teams are often only as effective as they are resourceful in the development of *innovative* action plans and in their use of research-based or field-tested best practices, as well as the degree to which they are committed to providing appropriate support for the full implementation of a *comprehensive strategy* for each identified learning, behavior and health problem.

The information in this manual provides schools with a framework for the preparation and inclusion of school staff, school administrators, parents and community representatives in the I&RS process. The manual also provides samples of the types of forms and templates that are typically used by I&RS teams and lists of supportive resources.

Manual Structure

The manual has been organized according to topical categories related to I&RS team operations. Each category includes subsections that contain summary information on subjects related to the category. It is anticipated that team members and other school staff will refer to the manual to review information on the categories and the summary information as the need arises.

The manual follows a modular design. Where permitted by space and format, the information in each category and subject area has been designed to be pulled out of the manual to provide the greatest degree of flexibility and utility of the materials (e.g., handouts for staff development, newsletter or newspaper articles).

Schools may use or adapt all of the materials in this manual, as appropriate, and are encouraged to maintain the integrity of their intent, while providing appropriate acknowledgements to the New Jersey Department of Education. Credit should *not* be assigned to the New Jersey Department of Education, however, for materials from the manual that have been modified by the school district.

ADDITIONAL I&RS MATERIALS

The following materials have also been developed by the New Jersey Department of Education in support of I&RS teams and have been distributed to each chief school administrator, county superintendent and Learning Resource Center in New Jersey's public school system:

Four-part Videotape Program Series

The titles of the videotape programs are provided below:

Video 1

Program Overview.

Video 2

***Planning
and
Organizing
the Program.***

Video 3

***The Team
Process
for
Solving Learning,
Behavior
and Health Problems.***

Video 4

***Innovations
and
Best Practices.***

The videotape programs are primarily designed to be included in educational and awareness programs for the following audiences and formats:

*School staff
development
programs.*

Community agency programs (e.g., mental health agencies, substance abuse agencies, health care institutions, the legal community).

*Parent
outreach
programs.*

Activities that showcase the program to other groups (e.g., churches, business and industry, foundations, civic or service organizations, volunteer organizations, government offices).

Additional I&RS Materials, continued

Videotape Companion Guide

The information in the Videotape Companion Guide, which accompanies the Four-part Videotape Program Series, is intended as an instructional aid for school personnel who are responsible for showing the video programs to school staff and/or community members. The guide is not intended as a complete I&RS operations manual or as a training manual for school-based I&RS programs. The Videotape Companion Guide is only designed to *support* local education efforts regarding the operation of I&RS programs, which *include* the use of the four-part video series.

The guide identifies and elaborates upon the main *themes* discussed in each video to provide users with a better understanding of the contents of each, as well as the specifics of the I&RS program.